

S-E-C-R-E-T
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140067-9
REPORTS INVENTORY

DDS/OTR/OS-1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Annual Program Call: Budget Estimates

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)
1 (DTR)

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Ex. Dir/Compt Memo to all DDS
(October each year)

10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/OS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

3 (from each branch) memos with same title
as above.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-16	14.50		1		14.50		1		14.50
GS-15	12.80		3		38.40		1		38.40
GS- 7	4.50		1		4.50		1		4.50

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

57.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Director of Training who is required by DDS to submit report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☒ OTHER (explain) Not Applicable
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0 STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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